## Checklist for 19 Aug Dry Run w/D/L re DDA Qtrly

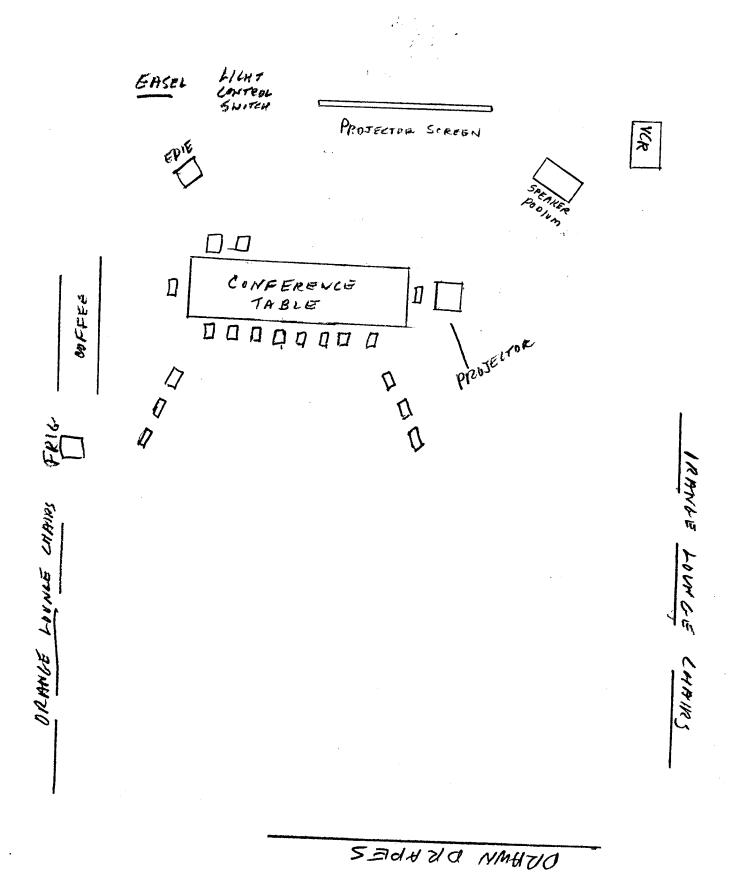
- A. Define entrance for DDA on the 28th of August
- 1. Speaker's rostrum, with light, microphone which is worn on speaker's lapel; 35mm slide projector operation by speaker from speaker's rostrum Note: Six speakers will be on the agenda
- 2. Cut-off compressor use back up unit
- 3. Supply of extension cords
- 4. Conference table w/seats for twelve people. Six additional chairs for others. See diagram attached for positioning of table and chairs.
- 5. 35mm projector w/spare bulbs; movie Screen for 35 mm projector; brief users on the operation of the movie projector and screen Edie says she will bring DDA projector because of wide lens; however, ours will be a back up
- Small table for 35mm projector

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- 7. VCR (Positioning of VCR when not in use 1) will be using the VCR for his presentation. Gary has checked out the cassette which will fit our VCR
- 8. Coffee, cream, sugar, coffee urn, coffee pitchers, napkins, tablecloth, 18 doughnuts, plastic cups, spoons, (Move out microwave from kitchen counter).
  - 9. Easel for Chief, CD presentation (positioning of same)
    - 10. Light controls for Edie
    - 11. Pads & pencils, envelopes & tape

STAT STAT Parking spaces assigned as follows for the 19th of August

28 August 1985 Have appropriate floors waxed in Dayroom area Assign parking spaces for 28 Aug



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